



## Property Registration

841 N. Broadway, Room 105, Milwaukee, WI 53202 | (414) 286-8569 | [milwaukee.gov/PR](http://milwaukee.gov/PR) | [PropertyRegistration@milwaukee.gov](mailto:PropertyRegistration@milwaukee.gov)

The city adopted an ordinance in 1993 requiring property owners to submit ownership and contact information to the Department of Neighborhood Services (DNS). In 2016 revisions were made to the ordinance, which included but was not limited to a program name change from Property Recording to Property Registration. Primarily, the contact information is used to notify those that have care and control of the property when there are building code violations. Also, the contact information submitted on the registration form becomes publically available for anyone needing to reach responsible parties regarding the property. Contact (414) 286-8569 for further assistance.

The following instructions describe how to complete the Property Registration Form in accordance with the updated [MCO-200-51.5](#) requirements. Please make sure that all required information and applicable fees have been included prior to submitting the form.

### **SECTION 1: Property Registration Fee**

**\*Note:** Choose the category to which the registration pertains and include any applicable fee per tax key.

#### **A. No Fee for Registration**

- **Updating Registration:** The existing registration on file needs to have previously submitted contact information updated. Also, select a subtype to indicate what kind of update is being made. When the subtype is OTHER, please include a description.
- **Courtesy Registration:** The property is exempt per the ordinance but the owner wants to provide contact information as a courtesy.

#### **B. \$76.20 Registration Fee**

- The registration is submitted **within** 15 days of the new owner acquiring the property.
- The registration is submitted for a single family house or duplex that is **no longer** occupied by the owner. The title has **not** been transferred to a different owner.

#### **C. \$152.40 Registration Fee**

- The registration is submitted **more than** 15 days after the new owner acquired the property.

### **Section 2: Property Information**

- Provide the date of transfer to the current owner.
- Provide the property tax key number.

- Provide the property address. Remember to include the unit number if applicable.
- Complete and attach the [Additional Properties Form](#) when the **same owner** is registering more than one property. Remember to check the box which indicates the form is included.

### **Section 3: Ownership Information**

- Provide the owner name as listed on the title.
- Provide the owner address.
- Provide the owner phone number.
- Complete and attach the [Additional Owners Form](#) when multiple owners are being registered for the **same property**. Remember to check the box which indicates the form is included.

### **Section 4: Authorized Contact Person**

**\*Note:** The information provided in Section 4 must be for a natural person that has care and control of the property.

- Provide the first and last name of the Authorized Contact Person.
- Provide the Authorized Contact Person's address.
- Provide the Authorized Contact Person's phone number.

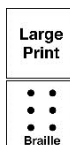
### **Section 5: Additional Contact Information**

**\*Note:** Section 5 may be used to provide **extra** contact information in addition to what is listed in Section 4. A business is allowed in Section 5.

- Check an Additional Contact type box.
- When the type is OTHER, please include a description.
- Provide an Additional Contact's name.
- Provide an Additional Contact's address.
- Provide an Additional Contact's phone number.

### **Section 6: Signatures**

- Printed name, signed name, date of signature and notarizations may be provided in Section 6.



*Alternative formats available upon request for individuals with disabilities. Contact [ADACoordinator@milwaukee.gov](mailto:ADACoordinator@milwaukee.gov) or call (414) 286-3475.*